

Employee Performance Review Notice

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

From: [Manager's Name]

Subject: Performance Review Notification

Dear [Employee's Name],

This letter serves to notify you that your performance review is scheduled for [Insert Date and Time]. The review will take place in [Location/Platform if virtual].

The purpose of this review is to discuss your achievements, areas for improvement, and set goals for the upcoming period. Please prepare by reflecting on your performance over the past [Insert Time Period], as well as any feedback or questions you may have.

Should you have any conflicts with the scheduled time, please contact me by [Insert Date] to reschedule.

Thank you for your attention to this matter, and I look forward to our discussion.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]